

Abdulelah Waleed

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Legal | Compliance | Human Resources | Accountant

Human Resources professional with extensive experience Personnel and Employee Relations, with a proven track record of building a personal rapport with Employees in order to gain effective satisfaction. Knowledge of business, management and Employment Law principles involved in human resources, Talent Acquisition, resource allocation and Organization Development. Articulate and persuasive in dealing with all levels of management, peers, staff and a diverse clientele. Special abilities in attention to detail, organization, decision-making, and time management. Possesses the analytical, problem solving, and decision-making skills needed for success in ambiguous and result-oriented environments. Specializing in building dynamic teams, creating strategic talent acquisition initiatives, and cultivating a strong company image eager to offer talents toward maximizing your success. Seeking a position in strategic planning or Company board executive that will utilize my education and experience, have high experience in operating and managing organizations

Core Competencies

- Legal Consultancy
- Productivity Increasing
- Employee Relations
- Employee Engagement
- Talent Management
- KPIs Implementation
- Strong Leadership Abilities
- Effective Communication Skills
- Proficiency in MS Office

Professional Experience

Human Resources Specialist (2020 - Present)

Arssad Air Conditioning

Responsibilities:

- Contribute to the development of the company's corporate strategy, particularly by advising on the human resource implications of strategic decisions.
- Partner with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs and recruiting.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Set up and maintain a personal file for every new employee and ensure that these are maintained in an accurate and up-to-date manner.
- Supervise the accurate and timely payment of all staff salaries and expenses, making the appropriate statutory deductions.
- Determine the right payroll amount by calculating overtime, bonuses etc.
- Review payroll reports and timesheets for correctness before payroll transactions.
- Arrange the payment of staff salaries through the computerized payroll system.
- Review payroll reports and timesheets for correctness before payroll transactions.
- Set-up payroll arrangements for new hires and terminate ex-employee profiles.
- Manage and supervise all duties of Government Relations Officer (GRO).
- Following, renewal, maintain all company documents such as GOSI, QIWA, medical insurance.
- Manage employee health insurance.
- Oversee the cancellation of medical insurance subscription upon employees' end of service.
- Address employee inquiries about their insurance or retirement benefits.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Coach management and teams to promote and facilitate career growth and development.
- Monitor performance evaluation process.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Explain human resources policies, procedures, laws, and standards to new and existing employees.
- Maintain up-to-date knowledge about employment law as it relates to employee relations.
- Provide assistance and advice for the Board of Directors of the Legal Department in tasks and activities related to Employment Law.

Human Resources Specialist (2019 - 2020)

Deraah Trading Company

Responsibilities:

- Prepare or update employment records related to resignations and terminating
- Explain human resources policies, procedures, laws, and standards to new and existing employees.
- Review and approve employee disciplinary actions, such as written reprimands, suspensions, or terminations.
- Conduct issuing for Panel Sanctions.
- Coordinate with HR and other departments to create and sustain positive employee relations and facilitate effective communications between employees and management.
- Manage and supervise all duties of Saudi Government Relations Officer (GRO).
- Act as Subject Matter Expert in tasks and activities related to Saudi Labor System.

Human Resources Officer (2019)

Landmark Group

Responsibilities:

- Develop and maintain all necessary personnel planning, recruitment and selection procedures to ensure that the company has staff of the right calibers to enable it to meet its corporate objectives.
- Coordinate recruitment process for exempt and non-exempt openings; initiate and coordinate recruitment ads; review applications/resumes; assist managers with screening applicants; ensure offers are made in accordance with procedures; coordinates new hire paperwork to ensure compliance with human resources policies and procedures.
- Arrange interviews and make any necessary arrangements for pre-employment checks and tests.
- Administer various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Handle all issues and problems associated with organizational personnel.

Legal Specialist (2018)

Earth Dowel Est.

Responsibilities:

- Review, draft and negotiate legal documents and contracts.
- Maintain correspondence and documentation related to contracts.
- Communicate and present information to stakeholders regarding contracts.
- Monitor contracts and move forward with close-out, extension or renewal of contracts.
- Advice on general business law issues and managing the legal issues of all areas of the company, including but not limited to corporate matters, government tenders and commercial projects.
- Provide clarification on legal language or specifications to everyone in the organization.

Education

- Diploma of Accounting, Technical and Vocational Training | GPA: 4.00 Out of 5 (2019 – 2021).
- Bachelor Degree in Law, Qassim university | GPA: 3.40 Out of 5 (2014 - 2018).

Courses & Certificates

- Certificate of Commitment basics (COM00), SOCPA (2021).
- Certificate of Compliance (CCO) 2022
- member of IIA SA
- Member of the COCPA of Accountants

Achievements

- Successfully acted as HR Manager in case of Manager Absence.
- Successfully managed 4 regions with 2000 Employees.
- Successfully was the only Employment and Labor Lawyer who pleaded in the labor courts.

Projects

- Human Resources Management and Legal Department Establishing in AccuWeather conditioning Electric Appliances (Arsaad Est.) with Productivity, Commitment Increasing and Sales Growth Stability.
- Facility Employees Development Project with 4000 Employees in in the field of maintenance and catering.